

## **CODE OF ETHICS**

### **Introduction / Mission**

The purpose of this document is to define and promote a code of ethics for ACTSA members. The ACTSA is a member of the IGTA (International Group of Treasury Associations) whose membership comprises National Treasury Associations (NTA) from around the world. This Code is applicable to all individual, professional and corporate members of the ACTSA.

The values described in this Code should assist members in identifying and preventing conflicts of interest, unacceptable behaviors and in finding appropriate solutions to ethical dilemmas.

Members must accept that it is their personal duty to uphold the reputation of the treasury profession and not to take any action that could bring ACTSA or the profession into disrepute.

Throughout this Code masculine pronouns are intended to refer to members of either sex.

### **Fundamental Principles**

#### **1. Integrity**

- Avoiding conflicts between the member's personal self-interest and that of his employer or clients
- Serving his employer, and where applicable his clients, honestly and in good faith
- Acting respectfully in professional relationships with colleagues and third parties
- Refraining from misusing confidential information or information obtained in, or by virtue of his position, to the advantage of himself or others
- Accurately disclosing information and avoiding misrepresentation via the misstatement of facts, or omission of information
- Using resources appropriately, safeguarding the assets of his employer, and where applicable his clients, their reputation and business relationships
- Challenging decisions and/or actions that conflict with these values

#### **2. Independent Judgment**

- Independence in making professional judgments, giving opinions and in making statements, avoiding any conflict with personal self-interest
- Recognising the trust that may reasonably be placed in a member of the ACTSA or by virtue of the member's professional position

#### **3. Professional Competency**

- Compliance with the technical and professional standards expected of a member of the ACTSA, as well as those of his professional position

- Carrying out his duties with care and skill, especially where failure to do so could negatively impact his employer, third parties, the public and where applicable, his clients
- Undertaking training and appropriate qualifications to maintain or improve his level of expertise and by doing so setting an example for his peers
- Members must not claim any level of competence or qualification that they do not possess
- The ACTSA is committed to improving professional standards, via the training and development of its members and the dissemination of knowledge

#### **4. Confidentiality**

- Members must refrain from disclosing, or using for any improper purpose, confidential information obtained in the course of their employment, or through their membership of ACTSA, or any other information that they know to be of a confidential nature

#### **5. Rules Compliance**

- Members must comply with the laws, regulations and conventions of the countries and markets in which they transact business, including company law, tax law, exchange control regulations, and regulations to protect the interests of other participants dealing in financial markets
- Members should treat all people equally regardless of sex, race, ethnicity, nationality, sexuality, religion and political views

#### **6. Gifts, Services & Hospitality**

- Members should not accept gifts, services or hospitality or any other inducement, which could affect, or which might appear to affect, their judgement or the proper performance of their duties
- Members should ensure that their employer is aware and has agreed to the acceptance of any gifts, services or hospitality by the member. Records should be maintained of entertainment, services or gifts received and offered by the member, and periodically reviewed by the member's senior management to ensure propriety